

28 May 1951

Deputy Director (Administration)

Advisor for Management

Functions and Workload of the Management Analysis Office.

1. You have asked that I furnish information regarding the functions of this Office together with information as to specific projects.
2. The attached presentation contains the requested information in tabular form and has been limited to those projects of real significance. A majority of our projects represent a heartening amount of cooperation and collaboration in bringing to bear upon major problems the efforts of competent functional specialists and experienced management analysts.
3. I shall be pleased to discuss the attached at your convenience if you so desire.

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Attachment: Report re Functions and  
Projects Outstanding, Management  
Analysis Office.

JHP/ms

cc: Subject File ✓

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**FUNCTIONS AND PROJECTS OUTSTANDING  
MANAGEMENT ANALYSIS OFFICE**

<u>FUNCTION</u>	<u>PROJECT TITLE</u>	<u>% COMPLETE</u>	<u>TARGET DATE</u>
Studies of Organization and Functions	Determination of proper organizational location of Shipping Branch.	90	28 May
	Development of organizational structure of OCI.	75	10 June
	Compilation of list of functional rearrangements likely to be necessary upon consolidation of Agency in one location.	75	5 June
	Determination of responsibility of CIA Watch Officers in opening personally addressed mail after normal working hours.	25	15 June
	Examination of responsibility for film presentations and audience make-up.	80	1 June
	Examination of the functions and responsibilities relative to the operation of mail, courier, filing and records management.	0	1 October
Procedures Studies	Development of procedures to perfect the processing of Personal History Statements and Name Check Requests through the Inspection and Security Office.	60	1 June
	Examination of Agency paper conservation measures responsive to Bureau of the Budget Circular.	70	5 June
	Study of organization, procedures and manpower requirements of the Personnel Office.	40	1 July
Machine Methods Projects	Development of IBM procedures for vouchered payrolls.	50	1 August
	Installation of IBM procedures for preparation and control of all Agency tables of organization.	60	1 July
	Application of machine methods to reports and controls relative to recruitment and placement of personnel.	90	1 June
	Preparation of Agency telephone directory from punched cards.	100	25 May

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<u>FUNCTION</u>	<u>PROJECT TITLE</u>	<u>% COMPLETE</u>	<u>TARGET DATE</u>
	Stock record accounting through punched card applications.	20	1 October
	Machine methods support for the OPC logistical survey for JCS.	continuous	
	Collaboration with IBM Laboratories in developing new type of machine for the rapid indexing and retrieving of information.	not available	
Development and Issuance of Agency Regulations	Development of policy and practices relative to property accountability in combat areas.	90	1 June
	Practices to be followed in dealing with private vendors of supplies and equipment.	40	15 June
	Revision of Agency Correspondence Manual.	20	31 July
	Issuance of CIA procedural regulations.	40	1 September
	Issuance of Agency Safety Manual.	90	15 June
	Revision of Employees' Handbook.	60	1 July
T/O Studies	Examination of OCD T/O in connection with requested increase from [ ] positions.	20	15 June
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25X9	Examination of ORR T/O in connection with requested increase from [ ] positions.	5	1 July
	Study of proposed T/O creating an assessment activity in the Training Office.	25	1 June
	(Note: Approximately twenty separate T/O examinations are presently in process.)		
Reports and Statistics Support	Development of an Agency reports and statistical control system.	25	1 September
	Revision of system for reporting monthly personnel data.	75	31 May
Forms Control	The numerous projects in progress are too numerous to mention. Specific results are enumerated in our recent savings recapitulation.	continuous	

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